

UNCLASSIFIED

ID # 581879

WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

FO 006

E949

☐ O - OUTGOING

☐ H - INTERNAL

☒ I - INCOMING

Date Correspondence
Received (YY/MM/DD)

88.05.24

Name of Correspondent:

HON TED WEISS

☐ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject:

URGES PRESIDENT TO RAISE THE CASE OF
RAOUL WALLENBERG WITH GENERAL SECRETARY GOR
DUBIAN THE UPCOMING SUMMIT.

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)

Action
Code

Tracking
Date
YY/MM/DD

Type
of
Response

Code

Comp
Di
YY/MM

LAKRAN

ORIGINATOR

88.05.24

OK

A 88.11.15

Referral Note:

R

88.11.15 TR

Referral Note:

Referral Note:

Referral Note:

Referral Note:

ACTION CODES:

A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

A - Answered
S - Non-Special Referral
C - Comp
S - Suspe

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments:

1 OF STATE

IS/FPC/CDR

HT

CV

Full Exemptions

PA Exemptions

UNCLASSIFIED

Keep this worksheet attached to the original incoming letter.
Send all routing updates to Central Reference (Room 75, OEOB).
Always return completed correspondence record to Central Files.
Refer questions about the correspondence tracking system to Central Reference, ext. 2500.